

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 7.2.3.2  
 Related Policy: 7.2.3  
 Title: College-Wide Announcements  
 Responsibility: Vice President of Information Technology

Date Approved: 04-10-2002  
 Last Cabinet Review: 01-04-2017  
 Last Revision: 01-04-2017

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President

In order to efficiently coordinate electronic communications within the College, all College-wide, general e-mail announcements will be distributed by appointed designees in the following offices. College-wide distribution announcements are to be e-mailed to the appropriate account (not to the person) for subsequent distribution. To reduce the number of unnecessary mass e-mailings sent to employees, the announcement/bulletin board functionality found within WaveNet should be utilized for announcements that are informational only, non-critical, or do not have relevance to a majority of the members on the distribution list.

Type of Announcement	Distribution Office/ Email Announcement Account
General institution, administrative, and human resources	President's Office <b>Presidential Announcements</b>
Faculty, library, academic support, Grand Strand Campus, and Georgetown Campus	Vice President for Academic Affairs <b>Academic Affairs Announcements</b>
Student services, admissions, registration, student success	Assistant Vice President for Student Affairs <b>Student Affairs Announcements</b>
Institutional planning and evaluation, and institutional research and assessment	Director for Institutional Planning <b>Institutional Planning Announcements</b>
Accounting and finance, buildings and grounds, procurement, financial aid, bookstore, food services, security, and Foundation	Vice President for Business Affairs <b>Finance/Business Affairs Announcements</b>
Workforce development, continuing education, and seminars	Vice President for Workforce Development & Continuing Ed <b>WDCE Announcements</b>
Network, Internet, administrative information systems, technical support, telecommunications, and distance learning	VP for Information Technology <b>OIT Announcements</b>
IT Security Awareness, tips, and updates	<b>IT Security Awareness Announcements</b>

The official college email announcement distribution lists are as follows:

**Distribution Lists**

Faculty

Adjunct Faculty

Full-Time Staff

Part-Time Staff

Supervisors

Everyone